

Ipswich Triathlon Club Constitution

1. Name

The club will be called *Ipswich Triathlon Club* and will be affiliated to Triathlon England.

2. Aims and objectives

The club is a non-profit making organisation.

The aims and objectives of the club will be:

- To offer coaching, training and competitive multisport opportunities in triathlon, as well as the individual sports of swimming, cycling, and running.
- To promote the club within the wider local community and the sport of triathlon.
- To ensure a duty of care to all members of the club.
- To provide all its services in a way that is fair and inclusive to all club members.
- To ensure that all present and future members receive fair and equal treatment.

3. Membership

Membership should consist of officers and members of the club.

Membership is open to anyone ages eighteen years old or over.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted.

Members will be enrolled in one of the following categories:

- Member including England Athletics Affiliation
- Member not including England Athletics Affiliation
- Honorary Member
- Life Member.

Membership tiers will be decided by the management committee or at the Annual General Meeting.

4. Membership fees

Membership fees will be set annually and will be agreed at the Annual General Meeting (AGM).

Membership starts when the completed application and associated fee have been received on Entry Central.

The membership period starts on 1st January and ends on 31st December. New members who apply from 1st November will be members up to 31st December the following year.

Fees will be paid annually via Entry Central.

5. Officers of the club

The officers of the club will be:

- Chair
- Vice Chair
- Secretary
- Treasurer

- Membership Secretary

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-election.

6. Committee

The club will be managed through the Management Committee consisting of Officers of the club (as above).

Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee will be convened by the Secretary of the club and held no less than six times per year.

The quorum required for business to be agreed at Management Committee meetings will be three Officers.

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

7. Finance

All club monies will be banked in an account held in the name of the club.

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on: *31st October*.

An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any payments drawn against club funds should be authorised by the Treasurer plus one other officer.

8. Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members.

The AGM will receive a report from Officers of the Management Committee and a statement of the audited accounts.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

Election of officers is to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be *15% of membership*.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

9. Discipline and appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing. There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

10. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will become the property of *Triathlon England*.

11. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

12. Declaration

Ipswich Triathlon Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed: _____ Date: _____

Name:
Club Chair

Signed: _____ Date: _____

Name:
Club Secretary

Amended constitution in line with updated England Triathlon template. Addition of Vice Chair and Membership Officer to elected Club accepted at AGM on 23rd November 2023.
